
AIM Data Collection Guide:

TEST WINDOW ENROLLMENT, AGGREGATE HOURS & COUNT DATE ABSENCE COLLECTION

This guide explains the basic process for entering Test Window Count Date Absences and Aggregate Hours information into AIM/Infinite Campus.

Topics covered in this Quick Reference Guide include:

- *Four ways to enter absences and aggregate hours.*
- [Resync State Data](#)
- [Verification with State Published Ad Hoc Reports](#)



The Test Window Collection is used to collect the absences and aggregate hours of instruction for all students enrolled on the Test Window Count Date. The Test Window Count Date is the second Count Date used to calculate the AYP attendance rate.



The Test Window Collection data must be accurate **as of the Test Window Count Date, March 21, 2017**. If there are no classes held on that date, use the next regularly scheduled school day. The collection is **due by April 4, 2017**.

There are **four basic methods** of entering this data. Before beginning the process, there are a few considerations in choosing the most appropriate method for your district:

- 1. All of our attendance data is stored on an independent student information system – which method should I use to enter aggregate hours and absences?**
 - Most student information systems have automated extracts to upload information into AIM/Infinite Campus in an acceptable format. ([Method #1](#))
- 2. Our district only has a few students – which method should I use to enter aggregate hours and absences?**
 - Districts with only a handful of students may find the direct entry method of entering student data ([Method #2](#)) most convenient.
- 3. Our district has about 150 students – but we use paper ledgers to record student attendance – which method should I use to enter aggregate hours and absences?**
 - Districts who maintain paper ledgers may want to default all students to full-time ([Method #3](#)) and use the direct entry method to modify student aggregate hours and enter absences.
- 4. Our district uses Infinite Campus (District Edition or MT Edition Value Added) to record student attendance - which method should I use?**
 - Districts who record daily attendance information in their MT Edition or District Edition application can use the MT Count Date Attendance tool ([Method #4](#)) to auto-calculate their aggregate hours and absences.

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ENTERING AGGREGATE HOURS AND COUNT DAY ABSENCES INTO AIM/INFINITE CAMPUS

METHOD #1: **(MT Edition Only)** Export Test Window (TW) data from your Student Information System and upload into AIM/Infinite Campus.

Create an export file from your Student Information System. Save the file in *.tsv format.

From the **Index**, select **MT State Reporting/MT Data Upload**.

Choose **Import Type**, *Attendance – Test Window*, and **Work to Perform**, *Validate and Test*. Browse and select the file and click **Upload**.

Results:
 File Name: AT_0615_08012016.tsv
 Processing Started Time: Mon Aug 01 15:30:45 MDT 2016.
 Processing Finished Time: Mon Aug 01 15:30:45 MDT 2016.
 Total Time To Process File: 0.078 seconds.

0 Records Inserted.
 0 Records Changed.
 0 Records Deleted.
 0 Records No Changes.

Error Count:561
Warning Count:0

Error Detail:

Line Number	Error Message	Content
2	School Number (3) must be 4 characters in length.	AT 0556 3 0 276 276 Du
2	StateID (276) must be 9 characters in length.	AT 0556 3 0 276 276 Du

The [Test Window Attendance Template](#) has detailed comments/instructions for each data element to be uploaded.

Check the **Import Results Summary** for errors. Correct the errors in your Student Information System and fix the export file.

Validate and Test the file again (to re-check for errors).

Once the file is free of errors, return to **MT State Reporting/MT Data Upload**. Choose **Import Type**, *Attendance – Test Window*

Change **Work to Perform** to *Load Partial File*. Click **Upload**.

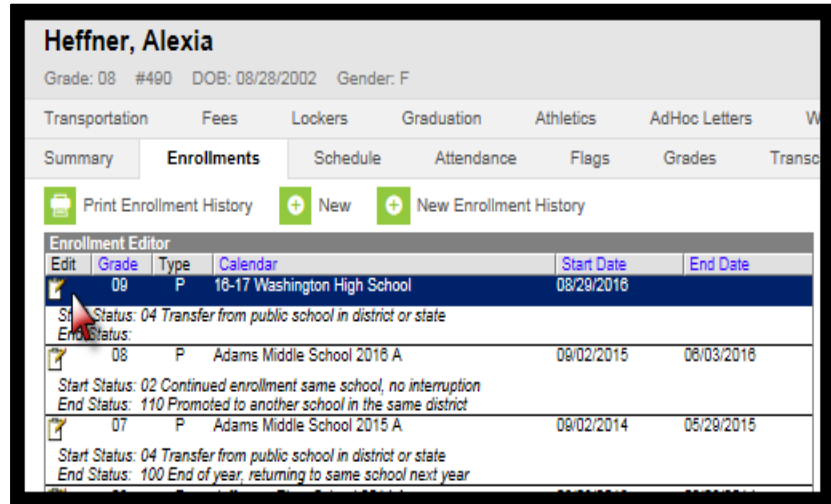
(Be sure to resync the data-see [page 9.](#))

METHOD #2: (District Edition or MT Edition) Direct Enter Each Student's Aggregate Hours and Absences.

Select Year 16-17 and a School.

Click the **Search** tab. *Search for Student.* Click **Go**.

Click a Student's name and select the **Enrollments** tab.

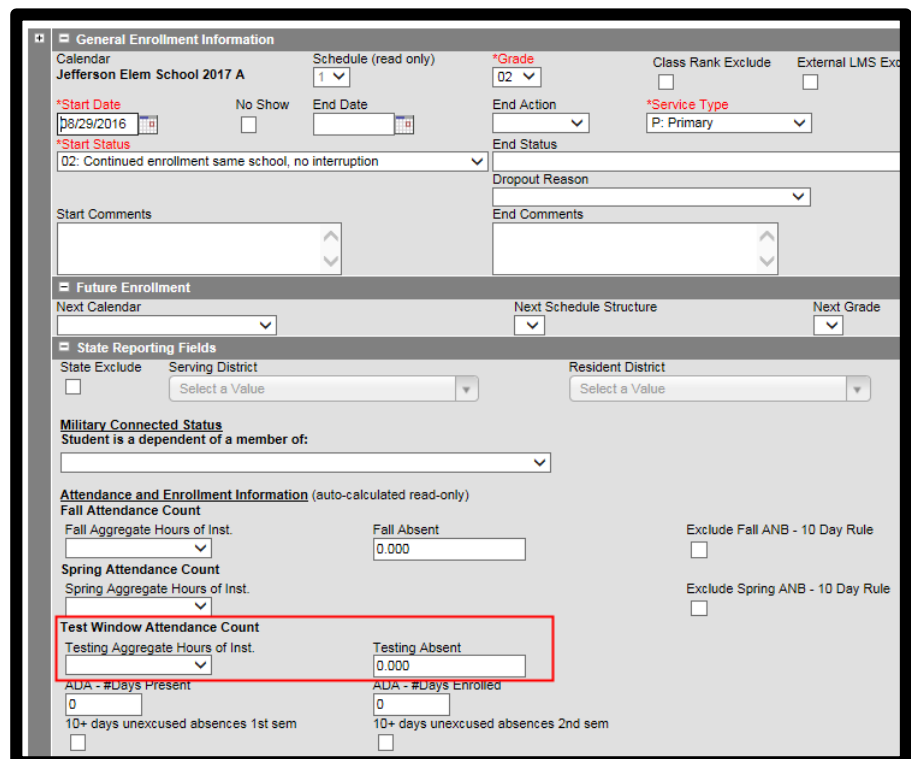


Open the current 16-17 school year enrollment. Scroll down to the **Attendance and Enrollment Information** section.

Under *Testing Aggregate Hours of Inst.*, select the appropriate hours. Enter *Testing Absent* (portion of the day the student was absent on the Count Day). A value of 0.000 indicates the student was present the entire day.

Click **Save**.

Continue for every student enrolled on **March 21, 2017**.

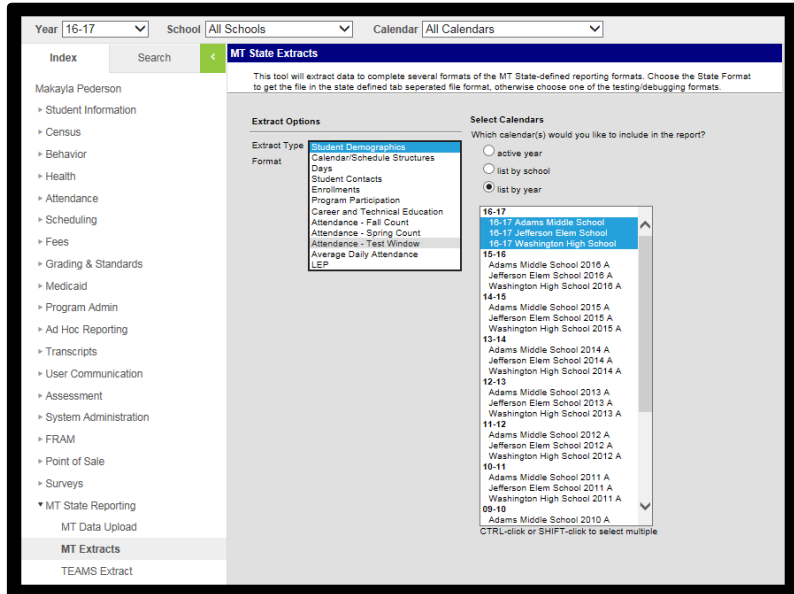


METHOD #3: (District Edition or MT Edition) Default all Students' Aggregate Hours to Full-time, Absences to 0.00 and Direct Enter Adjustments As Needed.

From the **Index**, select **MT State Reporting/MT Extracts**. Select **Extract Type, Attendance – Test Window** and **Format, State Format (.tsv)**. Select the **Calendar(s)**.

Click **Generate Extract**.

Save the file to a convenient location (i.e., the desktop).



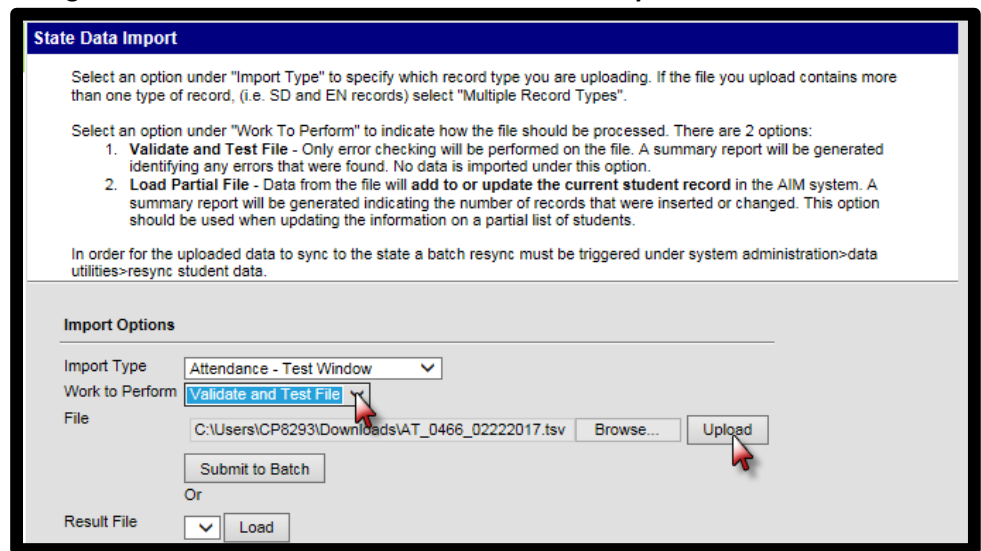
From the **Index**, select **MT State Reporting/MT Data Upload**.

From **Import Type**, select **Attendance – Test Window** and **Work to Perform, Validate and Test**, Click **Upload**. Check report for errors, fix errors in Infinite Campus and do another Extract as above.

Once the file is free of errors, return to **MT State Reporting/MT Data Upload**. Choose **Import Type, Attendance – Test Window**. Change **Work to Perform** to **Load Partial File**. Click **Upload**.

(Be sure to resync the data-see [page 9](#).)

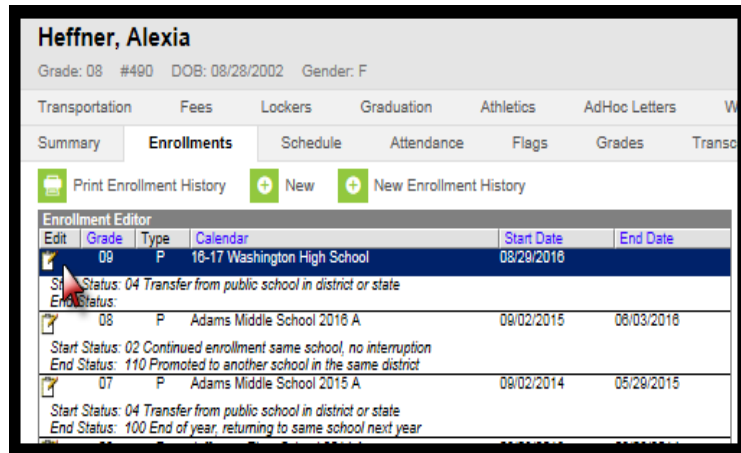
- All students will now be marked as **F: 720+** with **Testing Absent at 0.000**.



To adjust the individual student record for students who were absent or have *Aggregate Hours* other than *F: 720+* :

Click the **Search** tab. Enter the student's *Last Name*. Click **Go**.

Click the student's name and select the **Enrollments** tab.

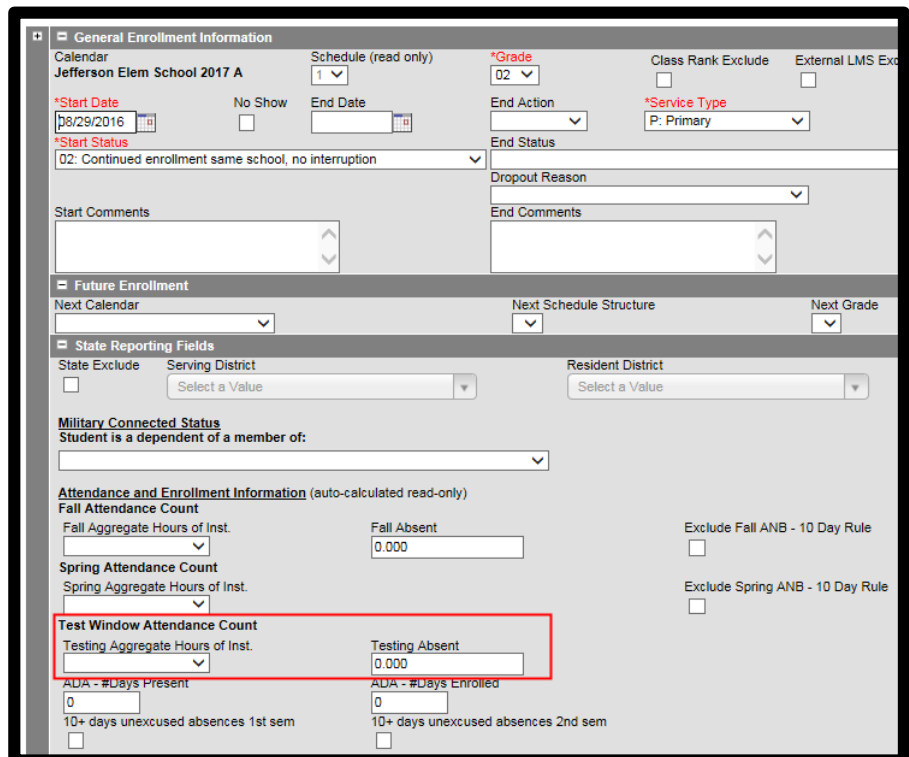


Open the current 16-17 school year enrollment. Scroll down under the State Reporting Fields section to the **Attendance and Enrollment Information** section.

Under *Testing Aggregate Hours of Inst.*, select the appropriate hours. Enter *Testing Absent* (portion of the day the student was absent on the Count Day). A value of 0.000 indicates the student was present the entire day.

Click **Save**.

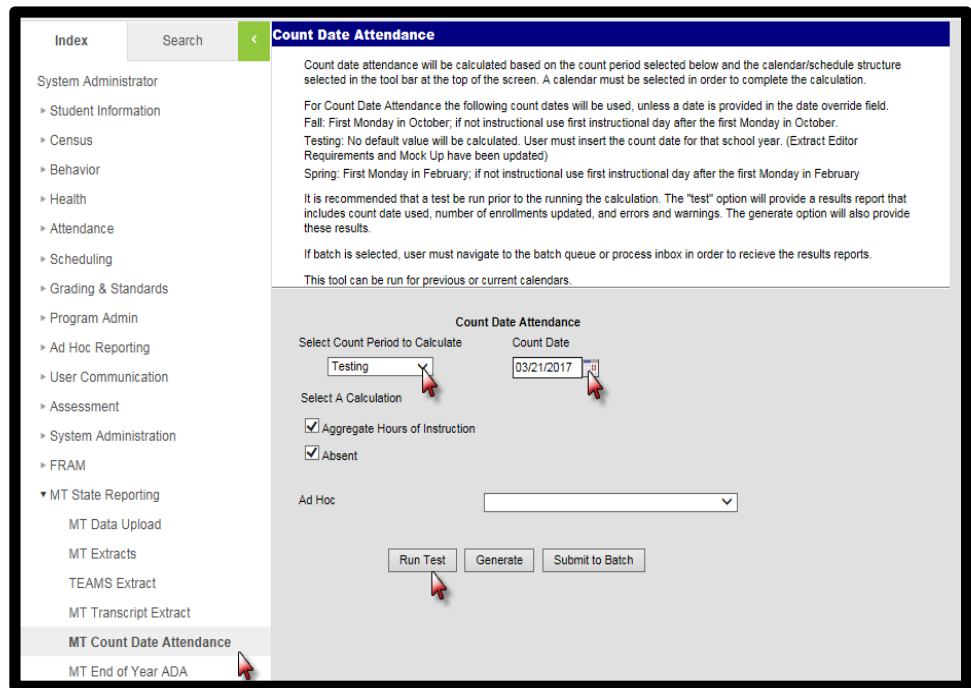
(Be sure to resync the data- see [page 9](#).)



METHOD #4: (District Edition or MT Value Added) MT Count Date Attendance Calculation for Districts using Infinite Campus to Record Daily Attendance.

Districts who record daily attendance in MT Edition or District Edition do not need to enter *Aggregate Hours* and *Absent Count* data for individual students. This information will be calculated automatically from the attendance data entered in Infinite Campus.

Choose a **School** and **Calendar** (you will only need to select a calendar if you have more than one in a school).



From the Index, expand **MT State Reporting**. Select **MT Count Date Attendance**.

These results were generated in TEST mode and no data has been inserted into the database.

Result Report

Count Date(s)		
Calendar Name	Schedule Structure	Count Date
Jefferson Elem School 2017 A	All	02/21/2017

Aggregate Hours of Instruction	
Field	Number of Enrollments Update
Fall	0
Spring	0
Testing	3

Absent	
Field	Number of Enrollments Update
Fall	0
Testing	0

10 Day Rule	
Field	Number of Enrollments Update
Fall	0
Spring	0

From **Select Count Period to Calculate**, choose *Testing*. Enter the Count Date: **03/21/2017**. All other options will calculate automatically. Click **Run Test**.

Open the Results Report.

Check the warnings/errors and make corrections as needed.

Once the file is free of errors, Return to the **MT Count Date Attendance** tool.

From **Select Count Period to Calculate**, choose *Testing*. Enter the Count Date: **03/21/2017**. All other options should populate automatically.

Click **Generate**.

Repeat for each **School/Calendar**.

Note:

The Aggregate Hours of Instruction field is editable for Campus District Edition users. If a student was not properly scheduled, it may cause the aggregate hours to calculate incorrectly. Correct this by changing the value directly in the field.

However, individual corrections will be overwritten if any subsequent recalculation of Aggregate Hours for that count date is done using the MT Count Date Attendance tool.

RESYNC STATE DATA

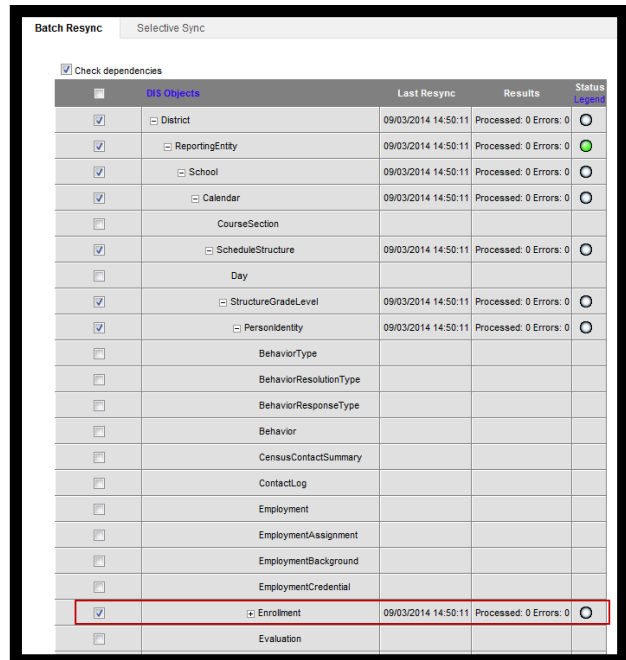
When using any of the above methods, it is important to perform a data resync when finished.

From the **Index**, expand **System Administration/Data Utilities/Resync State Data**.

Set the *Year* to 16-17.

Check the box for **Enrollment**. All associated boxes will automatically populate. Scroll to bottom of page, click **Send Resync**.

A data resync is required for all file uploads and recommended before data collection due dates.



Batch Resync		Selective Sync			
<input checked="" type="checkbox"/> Check dependencies					
<input type="checkbox"/>	DIS Objects	Last Resync	Results	Status	
<input checked="" type="checkbox"/>	District	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>	
<input checked="" type="checkbox"/>	ReportingEntity	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input checked="" type="radio"/>	
<input checked="" type="checkbox"/>	School	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>	
<input checked="" type="checkbox"/>	Calendar	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>	
<input type="checkbox"/>	CourseSection				
<input checked="" type="checkbox"/>	ScheduleStructure	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>	
<input type="checkbox"/>	Day				
<input checked="" type="checkbox"/>	StructureGradeLevel	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>	
<input checked="" type="checkbox"/>	PersonIdentity	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>	
<input type="checkbox"/>	BehaviorType				
<input type="checkbox"/>	BehaviorResolutionType				
<input type="checkbox"/>	BehaviorResponseType				
<input type="checkbox"/>	Behavior				
<input type="checkbox"/>	CensusContactSummary				
<input type="checkbox"/>	ContactLog				
<input type="checkbox"/>	Employment				
<input type="checkbox"/>	EmploymentAssignment				
<input type="checkbox"/>	EmploymentBackground				
<input type="checkbox"/>	EmploymentCredential				
<input checked="" type="checkbox"/>	Enrollment	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>	
<input type="checkbox"/>	Evaluation				

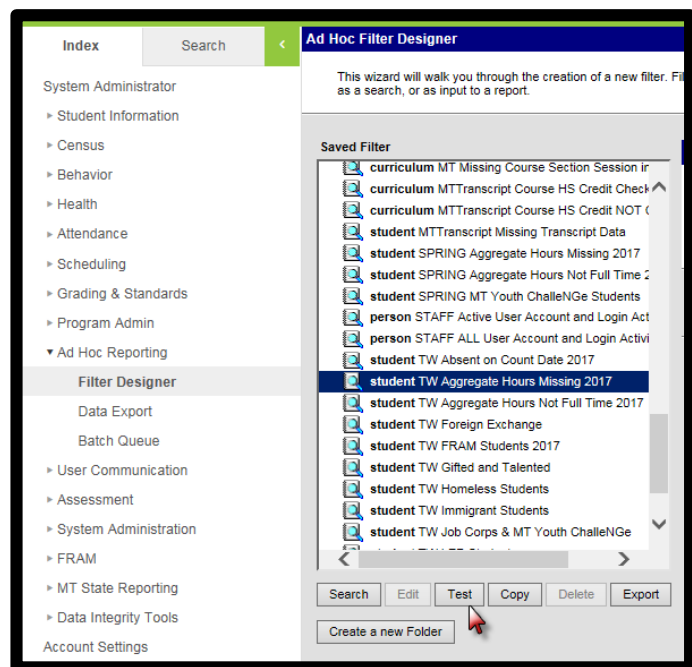
VERIFICATION WITH STATE PUBLISHED AD HOC FILTERS

A state published ad hoc filter is available to help verify data.

Under Ad Hoc Reporting, Filter Designer, State Published is: **student TW Missing Aggregate Hours** which searches for all student records that are missing Test Window aggregate hours.

When using ad hoc filters, remember to set **Year** to 16-17 at the top of the screen and set **School** to the school or schools to be searched.

Click **Test**



Index Search < Ad Hoc Filter Designer

This wizard will walk you through the creation of a new filter. Filter can be used as a search, or as input to a report.

Saved Filter

- curriculum MT Missing Course Section Session in
- curriculum MTTranscript Course HS Credit Check
- curriculum MTTranscript Course HS Credit NOT C
- student MTTranscript Missing Transcript Data
- student SPRING Aggregate Hours Missing 2017
- student SPRING Aggregate Hours Not Full Time 2
- student SPRING MT Youth ChalleNGe Students
- person STAFF Active User Account and Login Act
- person STAFF ALL User Account and Login Acti
- student TW Absent on Count Date 2017
- student TW Aggregate Hours Missing 2017**
- student TW Aggregate Hours Not Full Time 2017
- student TW Foreign Exchange
- student TW FRAM Students 2017
- student TW Gifted and Talented
- student TW Homeless Students
- student TW Immigrant Students
- student TW Job Corps & MT Youth ChalleNGe

Search Edit Test Copy Delete Export

Create a new Folder

Contact the OPI AIM Helpdesk at 1-877-424-6681 or opiainhelp@mt.gov for assistance.

